

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes and Customs  
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F. No. 17000/63/2014-IC (ICD)/

Dated: 01/01/2021

To

All Members of Central Board of Indirect Taxes and Customs  
All Pr. Chief / Chief Commissioners of Customs and Customs (Preventive)  
All Pr. Chief/ Chief Commissioners of GST / Customs  
All Pr. Director Generals/ Director Generals  
All Joint Secretaries/Commissioners working in the Board

Sir/Madam,

**Subject: The 13th English-speaking Session of the Virtual Customs Orientation Academy (VCOA) from 15<sup>th</sup> March to 18<sup>th</sup> June, 2021-reg.**

The World Customs Organization (WCO) will be holding the 13th Session of the Virtual Customs Orientation Academy (VCOA), intended for English-speaking Customs officers from 15<sup>th</sup> March to 18<sup>th</sup> June 2021. Detailed brochure on the VCOA is enclosed as **Annexure-A**.

2. The Virtual Customs Orientation Academy (VCOA) aims to provide newly recruited Customs officials with basic Customs knowledge and skills through a tutored curriculum. The course introduces the core roles and functions of Customs officials, the principles and practices of Customs procedures and the main international conventions and instruments.

3. The suitable candidates should meet the following criteria:

- Newly recruited Customs official having less than four years of service in Customs;
- Proficiency in both written and spoken English;
- Good computer skills and having access to the Internet;
- Maximum age 35 years;
- Available during the whole period of the VCOA session and able to devote the necessary time (minimum of 5 hours per week);
- Accept and Sign the Virtual Customs Orientation Academy Charter; and
- Receive their administration's approval to enrol into the VCOA.

4. It is requested to recommend names of willing and suitable officers who fulfil the criteria specified by WCO. The recommendations must be supported by the concerned Chief Commissioner of Customs & Customs (Preventive) / Director Generals / Administrative Heads. The recommendations should be accompanied by a brief description of the officer and may be forwarded through proper channel and e-mailed at [indiaawco-cbec@nic.in](mailto:indiaawco-cbec@nic.in) & [hardeep.batra@gov.in](mailto:hardeep.batra@gov.in), not later than 10<sup>th</sup> January, 2021. On approval of the nomination by the Board officer will be required to complete nomination via the CLiCK! Platform in English. Access to the questionnaire will require approval by the CLiCK! National Coordinator.

5. It is requested that the officers may be advised not to send their applications to WCO directly. Further they should not enter in to any correspondence with WCO in this regard. After receiving the nominations, the candidates will be invited by the WCO Secretariat to complete an online questionnaire by 12<sup>th</sup> February, 2021. The selected candidates will be informed by 26<sup>th</sup> February, 2021 via e-mail.

Yours faithfully,

  
(Hardeep Batra)

Commissioner (WCO Cell)

Encl:-

1. Brochure on the VCOA-Annexure-A.